

**DDA 85-0060/12**  
**29 March 1985**

**MEMORANDUM FOR: Director of Central Intelligence**

**FROM: Harry E. Fitzwater**  
**Deputy Director for Administration**

**SUBJECT: Weekly Report for Period Ending 29 March 1985**

**1. Progress reports on tasks assigned by the DCI/DDCI:**

None.

**2. Items/events of interest:**

a. The Office of Personnel (OP) has been advised by the Office of Personnel Management (OPM) that implementing guidelines on the Civil Service Spouse Equity Act (P.L. 98-615), which takes effect 7 May 1985, will almost certainly not be available before the effective date. In lieu of instructions, OPM will provide a "fact sheet" or similar guidelines for Federal agencies. We are concerned that lack of implementing guidelines will affect our ability to properly advise Agency employees of the impact of this law for the short term, and we will continue to work closely with OPM to ensure we keep as current as possible on the subject.

b. In response to the heavy demand for Officer/Technical applicants, field recruiters submitted 1,297 full cases during the first quarter of FY 1985. The need to generate even more cases has produced nearly 1,600 files at this point in the second quarter. We are optimistic that the volume of cases will continue to increase and that OP's goal to have 3,200 cases in process is attainable.

d. In response to the Executive Director's request that a biographic profile of each SIS officer be developed and put on the ADM Executive Net System, a package containing several proposed screens of profile information was presented to him for consideration on 20 March. He has made his selection and OP will begin to implement it. This system will allow senior management in the Agency to use these profiles when making decisions on SIS officers.

**S E C R E T**

e. Central Travel Services (CTS/OP) has obtained a credit of \$25,270 from United Airlines because of overcharges on prepaid tickets for applicants. According to the original billing procedures established by United Airlines, a standard surcharge of \$10 was to be added to each prepaid ticket. CTS recently learned that such tickets purchased by the Government are not subject to a surcharge. This information was brought to the attention of United Airlines which readily agreed the \$10 charge per ticket was in error; a refund is being made to OP.

25X1 f. A recent report shows that active employees who are now students or alumni of the CT Program attended 486 different colleges and universities. The [ ] personnel represented have earned a total of 2,825 degrees at the bachelor and above level. Some of the principal schools represented are the American University, University of California, Georgetown University, Columbia University, Harvard, Yale, Pennsylvania State University, and Boston University; but a wide variety of other schools across the U.S. are represented.

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25X1 i. The task of manually posting 1984 information to the retirement cards, and balancing and reconciling the data manually typed to the approximately [ ] records has been completed. OF has advised OPM of this reconciliation and completion of the postings. The task of manually posting and reconciling this data is time consuming and involved 600 hours of overtime efforts. OF is presently involved in a system design to automate the maintenance of these records, and will begin testing the new system in the summer of 1985 with implementation by December 1985.

**S E C R E T**

j. On 22 March, the eighth meeting of the CIA Traffic Advisory Committee (TAC) was held at the Virginia Department of Highways and Transportation (VDH&T) offices in Fairfax, Virginia. Discussion of the Environmental Assessment prepared to cover the traffic improvement scheme for Route 123 took place. Since the Assessment supported the alternative selected by the CIA, the citizen groups, and other agencies, both the VDH&T and Fairfax County representatives voted in favor of this same alternative. This made the choice unanimous. A public information meeting is being planned for late April or early May and Committee members will be prepared to answer questions at that time.

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1. On Friday evening, 22 March, and continuing until late Saturday night, 23 March, the remaining elements of the Office of Soviet Analysis/DI, were relocated from [redacted] to offices in the 5E Corridor of Headquarters Building. [redacted]  
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m. Repairs to the penthouse and 7th-floor terrace roofs of Headquarters Building have been completed. The sheetmetal workers are now installing flashing which will require approximately one week to complete. This will complete the renovations except for possible last minute items necessary to tidy up the project.

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n. The Agency Contract Review Board (ACRB) held a special meeting to review award of the telephone system for Headquarters. Contel Page, and AT&T Information Systems were the two finalists in the competition, and the ACRB recommended that D/OL approve the Office of Communications's (OC) selection of Contel Page as the winner. [redacted]  
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**S E C R E T**

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x. In concert with OLL, OS is preparing a listing of Congressional staff personnel with compartmented accesses, reflecting the dates of their background investigations. These listings will be furnished to the various Committee Chairmen to encourage updating of the background investigations.

y. Career Trainee Development Course (CTDC) #15 ended on a high note with presentations by the ADDO and Donald Gregg, Special Assistant to the Vice President for National Security Affairs. Career Trainee reaction to each presentation was strongly positive. A DO reports officer on rotation to OTE, was awarded a Quality Step Increase just prior to the introduction of the ADDO.

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z. The Third Annual Artificial Intelligence (AI) Symposium for the Intelligence Community was held from 19 - 21 March at the new DIA building at Bolling Air Force Base. This symposium was attended by approximately 400 persons from both U. S. military and civilian intelligence organizations. There were 20 general sessions which ran during two concurrent tracks followed by eight concurrent Special Interest Working Groups: Signals Processing, Indications and Warning, Dissemination, Decisions Under Uncertainty, Data Support to Analysts, Collection Management, Imagery Analysis, and Training. [redacted] from OTE, chaired the panel on training which was attended by 18 people from six government and four business organizations. Topics discussed during this panel session ranged from the application of AI to training to Intelligence Community needs for AI training. The symposium proceedings will be published later this spring.

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**S E C R E T**

(3) The Archivist of the United States, representatives of the Librarian of Congress, and the historians who consulted with Agency representatives about the Historical Review Program, generally agreed that the program was in the main on track. In follow-up, Chief, Classifications Review Division/OIS met with the Director and Deputy Director of Information Services to plan a meeting with representatives from other directorates for briefings on records holdings and to initiate action to locate and assess applicable records. The principals at this first meeting will be the DI and the DO. Since the DS&T was not directly involved in the precursor and formative years of the Agency, it will only have an observer to keep abreast of things as the program unfolds. At the appropriate time, the records of the DS&T will also come under review.

(4) The National Capital Planning Commission (NCPC) has delegated us authority to build a Child Day Care Center if the building is kept below 10,000 square feet. I have agreed to keep the size within that delegated authority. This precludes our going before NCPC for hearings and the possible attendant negative reaction from our local citizens. The master plan is being redone to reflect the building. Next week I intend to start informing the four committees. Since it is difficult to fight motherhood, we do not expect a problem from the committees.

3. Significant activities anticipated during the coming week:

a. On Thursday, 4 April, the DDA will host a luncheon in the DCI Dining Room for Dwight Ink, Acting Administrator for the General Services Administration.

b. On Friday, 5 April, the DDA will address the OP/Placement Directors Seminar.

Harry E. Fitzwater

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